

15 Paradise Road, Downham Market, Norfolk PE38 9HS

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Town Clerk: Graham Spark

You are invited to attend a meeting of the **Finance and General Purposes Committee** to be held on **Tuesday 26 April 2022 at 5.00pm** to discuss the business on the Agenda below.

The meeting will be held at the Town Council Offices, 15 Paradise Road, Downham Market, Norfolk PE38 9HS.

Yours faithfully



Graham Spark

Town Clerk

21 April 2022

Mobile phones should be either switched off or on silent mode.

**SELFLESSNESS, INTEGRITY, OBJECTIVITY, ACCOUNTABILITY, OPENNESS, HONESTY,
LEADERSHIP**

1	To receive Members' Apologies for Absence
2	To receive Members' Declarations of Interest
3	To approve the minutes of the meeting held on 22 March 2022
4	Public Participation – 15 minutes allowed
5	To agree the purchase of additional muffle screens for the Town Hall Balcony
6	To agree a budget for an independent valuation of 4 Market Place, Downham Market
7	To approve electrician for Town Hall lights
8	To approve the Payment of Bills
9	To receive further information on Grant Application from Three Legged Arts and agree allocation
10	To discuss and approve additional budget for Jubilee Event – 05 June 2022
11	To receive Bank Statement for March 2022
12	To receive Bank Reconciliation to January 2022
13	To review budgets against actuals
14	To review and agree audit process for end of year 31 March 2022
15	To review Financial Regulations
16	To discuss and agree a change of Bank provision

17	Confidential Items To consider a resolution (under the Public Bodies Admission to Meetings Act 1960) to exclude members of the public and press To discuss and approve actions to be taken regarding the Town Maintenance Contract
18	To agree the date of next meeting